

UK Shared Prosperity Fund

Tonbridge & Malling Borough Council Community Development Grant Scheme 2024/25

Guidelines for Grants (maximum grant £5000)

1. Who can apply?

Any organisation which:

- is based in the Borough and/or is providing a direct service to residents of the borough in line with community priorities
- provides services that will promote or improve the economic, social or environmental wellbeing of the area for the benefit of residents of Tonbridge & Malling and can clearly demonstrate this
- is in the community and voluntary sector, not-for-profit sector or a town/parish council
- has a constitution or set of rules setting out its aims and objectives
- has a bank or building society account in its own name
- can provide externally examined, or signed accounts for the previous financial year

2. The Council's Funding Priorities for 2024/25

Specific priorities for funding for the coming financial year are as follows:

- A specific project deliverable in the year the grant is awarded
- Projects which are funded from a variety of sources where the Council can provide additional financial support
- Projects which help the Council meet one or more of the priorities set out in the Corporate Strategy
- Projects which address one or more of the following priorities:
 - **Helping vulnerable communities through the cost-of-living crisis**
 - **Supporting healthy lifestyles**
 - **Improving community safety**
 - **Helping people gain skills to access the workplace**
 - **Supporting environmental and carbon reduction initiatives**

The Council will consider applications for core funding to support the on-going work of voluntary and community groups but will give higher priority to those applications seeking funding for a specific project or purchase.

2. Monitoring

Organisations will be asked to complete a monitoring form towards the end of the financial year in which the grant was received.

3. We will not grant aid

- organisations seeking to add capital to their investments or reserves
- local organisations whose total fund-raising is sent to their central HQ for redistribution
- individuals seeking sponsorship
- groups whose main aim is campaigning
- activities that promote religion
- groups that hold levels of reserves which are not in line with the Charity Commission's guidelines
- activities, the full cost of which can be charged for

4. Awarding Grants

The table below sets out the criteria and associated scoring that will be used for comparative assessment of applications for grants. This is provided to assist applicants in setting out their grant applications. Applicants are not expected to score themselves against the criteria; this will be done independently once the applications have been received. Applicants will be advised of the outcome of their grant applications in June 2024.

Criteria and scoring for applications

Criteria		Score	Awarded (Office use only)
Location of the organisation	Based in the borough	3	
	Based in the local area (including Maidstone, Tunbridge Wells, Sevenoaks, Medway)	1	
Area of the borough served	Support focused on residents in more deprived communities (Trench, Snodland, East Malling or Aylesford)	3	
	Serves other areas of the borough	2	
Project Funding	Grant will fund a project or purchase or seeks to establish a new group	5	
	Grant will fund both ongoing work and a specific project purchase	3	
	Ongoing work only	1	
Delivery of priorities	Assists with the delivery of more than one priority	5	

	Assists with the delivery of one priority	3	
Partnership working	Application involves joint working with others	2	
Other sources of funding	Several sources of funding obtained	5	
	Funding obtained from one other source	3	
	Funding applied for but not yet confirmed	2	
Recognised quality standard	Has achieved accreditation	3	
	Is working towards accreditation	1	
Total			

The Council will operate an internal review process and will accept a request for a review of any decision. Any such request must be made in writing or email to the Council and should state the reasons why the applicant is aggrieved with the decision of the Council. A request for review will be considered by a senior officer and the applicant informed of the final decision. The decision of the Council on any eligibility matter will be final.